



Derry Hill C of E (VA) Primary

“LET YOUR LIGHT SHINE” – MATTHEW: 5:16

Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL** circumstances.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence. Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

FORMS SHOULD BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE DATE OF ABSENCE REQUESTED.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Exceptional Circumstances (reason) for Leave of Absence during term time:

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Signed: _____ Parent/Carer: _____ Date: _____

Mrs Hayley Roberts
Headteacher

For school use:

Attendance%:

Total unauthorised absence this year:

Parentmail sent

☐

Total sessions pupil absent this academic year:

Request authorised: Yes/No

Letter sent

☐

On SIMS

☐

HEADTEACHER: MRS HAYLEY ROBERTS BSc (Hons), PGCE, MA(Ed), NPQH, NPQEL
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